



A Technical Services Company
www.qualis-corp.com

**General Service Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage! is <http://gsaadvantage.gov>

Professional Engineering Services (PES)

**FSC Group: 87
FSC Class: R425**

Contract Number GS-10F-0025U

For more information on ordering from Federal Supply Schedule, click on the FSS Schedule button at www.fss.gsa.gov

Contract Period: October 31, 2007 through October 30, 2012
(plus two five-year option, if exercised)

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Qualis Corporation is a small business providing high-technology services to Government and commercial customers. The company was founded in 1993 and has experienced steady staff and revenue growth with more than 60 contracts supporting NASA and the Department of Defense. From civilian air and space vehicles to defense systems, our people exceed customer expectations and forge superior technical solutions through experience, innovation and integrity.

CUSTOMER INFORMATION

1a. Special Item Numbers (SINs)

The SINs listed below are covered by this price list. Qualis-approved primary engineering disciplines (PEDs) for these SINs are Chemical, Civil, Electrical, and Mechanical Engineering. A description of each PED is as follows:

Chemical Engineering:

Planning, development, evaluation and operation of chemical, biochemical or physical plants and processes. Changes in composition, energy content, state of aggregation of materials, forces that act on matter, and relationships are examined and new and conventional chemical materials, products and processes. It includes, but is not limited to, planning, evaluating chemical plants and petroleum refineries, pollution control systems, biochemical processes, plastics, pharmaceuticals, fibers; analysis of chemical reactions that take place in mixtures; determination of methodologies for the systematic design, control and analysis of processes, evaluating economics, safety, etc.

Civil Engineering:

It includes, but is not limited to, planning, evaluation, operations, production, furnishing, construction, alteration, repair, processing or assembling of vessels, aircraft, or other kinds of personal property, including heating, ventilation and air-conditioning for such vessels and/or aircraft.

Electrical Engineering:

Planning, design, development, evaluation and operation of electrical principles, models and processes. It includes, but is not limited to, the design, fabrication, measurement and operation of electrical devices, equipment and systems (e.g., signal processing; telecommunication; sensors, microwave, and image processing; micro-fabrication; energy systems and control; micro- and nano-electronics; plasma processing; laser and photonics; satellites, missiles and guidance systems, space vehicles, fiber optics, robotics, etc.).

Mechanical Engineering:

Planning, development, evaluation and control of systems and components involving the production and transfer of energy and with the conversion of one form of energy to another. It includes, but is not limited to, planning and evaluation of power plants, analysis of the economical combustion of fuels, conversion of heat energy into mechanical energy, use of mechanical energy to perform useful work, analysis of structures and motion in mechanical systems, and conversion of raw materials into a final product, etc. (e.g., thermodynamics, mechanics, fluid mechanics, jets, rocket engines, internal combustion engines, steam and gas turbines, continuum mechanics, dynamic systems, dynamics fluid mechanics, heat transfer, manufacturing, materials, solid mechanics, reactors, etc.).

Labor Category titles, descriptions (minimum education, minimum experience, and labor qualifications), and rates for services provided under these SINS are in Attachment 1.

871-1 Strategic Planning for Technology Programs/Activities

Services required under this SIN involve the definition and interpretation of high-level organizational engineering performance requirements such as projects, systems, missions, etc., and the objectives and approaches to their achievement. Typical associated tasks include, but are not limited to an analysis of mission, program goals and objectives, requirements analysis, organizational performance assessment, special studies and analysis, training, privatization and outsourcing.

871-2 Concept Development and Requirements Analysis

Services required under this SIN involve abstract or concept studies and analysis, requirements definition, preliminary planning, the evaluation of alternative technical approaches and associated costs for the development or enhancement of high level general performance specifications of a system, project, mission or activity. Typical associated tasks include, but are not limited to requirements analysis, cost/cost-performance trade-off analysis, feasibility analysis, regulatory compliance support, technology conceptual designs, training, privatization and outsourcing.

871-3 System Design, Engineering and Integration

Services required under this SIN involve the translation of a system (or subsystem, program, project, activity) concept into a preliminary and detailed design (engineering plans and specifications), performing risk identification/analysis/mitigation, traceability, and then integrating the various components to produce a working prototype or model of the system. Typical associated tasks include, but are not limited to computer-aided design, design studies and analysis, high level detailed specification preparation, configuration management and document control, fabrication, assembly and simulation, modeling, training, privatization and outsourcing.

871-4 Test and Evaluation

Services required under this SIN involves the application of various techniques demonstrating that a prototype system (subsystem, program, project or activity) performs in accordance with the objectives outlined in the original design. Typical associated tasks include, but are not limited to testing of a prototype and first article(s) testing, environmental testing, independent verification and validation, reverse engineering, simulation and modeling (to test the feasibility of a concept), system safety, quality assurance, physical testing of the product or system, training, privatization and outsourcing.

871-5 Integrated Logistics Support

Services required under this SIN involves the analysis, planning and detailed design of all engineering specific logistics support including material goods, personnel, and operational maintenance and repair of systems throughout their life cycles. Typical associated tasks include, but are not limited to ergonomic/human performance analysis, feasibility analysis, logistics planning, requirements determination, policy standards/procedures development, long-term reliability and maintainability, training, privatization and outsourcing.

871-6 Acquisition and Life Cycle Management

Services required under this SIN involve all of the planning, budgetary, contract and systems/program management functions required to procure and/or produce, render operational and provide life cycle support (maintenance, repair, supplies, engineering specific logistics) to technology-based systems, activities, subsystems, projects, etc. Typical associated tasks include, but are not limited to operation and maintenance, program/project management, technology transfer/insertion, training, privatization and outsourcing.

Section 833 of the National Defense Authorization Act allows state and local governments to purchase products and services to facilitate recovery from a major disaster. The following SINs include Recovery Purchasing:

871-1RC, 871-2RC, 871-3RC, 871-4RC, 871-5RC, 871-6RC

- 1b. Lowest Priced Model Number:** Not Applicable
- 1c. Hourly Rates and Labor Categories:** See Attachments 1 and 2
- 2. Maximum Order:** \$750,000.00
- 3. Minimum Order:** \$100.00
- 4. Geographic Coverage (delivery area):** Domestic only
- 5. Points of production:** Same as company address
- 6. Discount from list prices:** Government net prices (discounts already deducted).
- 7. Quantity Discounts:** None Offered
- 8. Prompt Payment Terms:** Net 30 days
- 9a. Government Purchase Cards accepted at or below the micropurchase threshold:**
Yes.
- 9b. Government Purchase Cards accepted or not accepted above the micro-purchase threshold:** Contact Contractor
- 10a. Foreign Items:** None
- 11a. Time of Delivery:** Specified on the Task Order
- 11b. Expedited Delivery:** Contact Contractor
- 11c. Overnight and 2-day Delivery:** Contact Contractor

- 11d. **Urgent Requirements:** Contact Contractor
- 12. **F.O.B. Point(s):** Destination
- 13a. **Ordering Address(es):** Same as company address
- 13b. **Ordering procedures:** For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPA's), and a sample BPA can be found at the GSA/FSS schedule homepage (fss.gsa.gov/schedules).
- 14. **Payment address(es):** Same as company address
- 15. **Warranty provision:** Contractor's standard commercial warranty
- 16. **Export Packing Charges (if applicable):** N/A
- 17. **Terms and conditions of Government purchase card acceptance (any thresholds above the micro- purchase level):** Contact Contractor
- 18. **Terms and conditions of rental, maintenance, and repair (if applicable):** N/A
- 19. **Terms and conditions of installation (if applicable):** N/A
- 20. **Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable):** N/A
- 21. **List of service and distribution points:** N/A
- 22. **List of participating dealers:** N/A
- 23. **Preventive maintenance (if applicable):** N/A
- 24a. **Special attributes such as environmental attributes, (e.g., recycled content, energy efficiency, and/or reduced pollutants):** N/A
- 24. **Section 508 Compliance:** N/A
- 25. **Data Universal Numbering System (DUNS) number:** 80-7588058
- 26. **Notification regarding registration in Central Contractor Registration (CCR) database:** registered

Contractor will accept labor hour and firm fixed price orders.

Attachment 1 – Government Awarded Prices (Net Prices)

| Customer Site | | | | | |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Labor Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Sr Mgmt Tech Staff 1 | \$ 72.39 | \$ 74.92 | \$ 77.55 | \$ 80.26 | \$ 83.07 |
| Sr Mgmt Tech Staff 2 | \$ 81.07 | \$ 83.91 | \$ 86.85 | \$ 89.89 | \$ 93.03 |
| Sr Mgmt Tech Staff 3 | \$ 90.80 | \$ 93.98 | \$ 97.27 | \$ 100.67 | \$ 104.20 |
| Sr Mgmt Tech Staff 4 | \$ 101.69 | \$ 105.25 | \$ 108.93 | \$ 112.75 | \$ 116.69 |
| Engineer 1 | \$ 41.08 | \$ 42.52 | \$ 44.01 | \$ 45.55 | \$ 47.14 |
| Engineer 2 | \$ 46.01 | \$ 47.62 | \$ 49.28 | \$ 51.01 | \$ 52.79 |
| Engineer 3 | \$ 51.52 | \$ 53.33 | \$ 55.19 | \$ 57.13 | \$ 59.13 |
| Engineer 4 | \$ 57.71 | \$ 59.73 | \$ 61.82 | \$ 63.98 | \$ 66.22 |
| Engineer 5 | \$ 64.63 | \$ 66.90 | \$ 69.24 | \$ 71.66 | \$ 74.17 |
| Engineer 6 | \$ 72.39 | \$ 74.92 | \$ 77.55 | \$ 80.26 | \$ 83.07 |
| Engineer 7 | \$ 81.07 | \$ 83.91 | \$ 86.85 | \$ 89.89 | \$ 93.03 |
| Engineer 8 | \$ 90.80 | \$ 93.98 | \$ 97.27 | \$ 100.67 | \$ 104.20 |
| Engineer 9 | \$ 101.69 | \$ 105.25 | \$ 108.93 | \$ 112.75 | \$ 116.69 |
| Analyst 1 | \$ 32.75 | \$ 33.89 | \$ 35.08 | \$ 36.31 | \$ 37.58 |
| Analyst 2 | \$ 41.08 | \$ 42.52 | \$ 44.01 | \$ 45.55 | \$ 47.14 |
| Analyst 3 | \$ 51.52 | \$ 53.33 | \$ 55.19 | \$ 57.13 | \$ 59.13 |
| Analyst 4 | \$ 64.63 | \$ 66.90 | \$ 69.24 | \$ 71.66 | \$ 74.17 |
| Analyst 5 | \$ 72.39 | \$ 74.92 | \$ 77.55 | \$ 80.26 | \$ 83.07 |
| Analyst 6 | \$ 81.07 | \$ 83.91 | \$ 86.85 | \$ 89.89 | \$ 93.03 |
| Analyst 7 | \$ 90.80 | \$ 93.98 | \$ 97.27 | \$ 100.67 | \$ 104.20 |
| Analyst 8 | \$ 101.69 | \$ 105.25 | \$ 108.93 | \$ 112.75 | \$ 116.69 |
| Analyst 9 | \$ 130.97 | \$ 135.56 | \$ 140.30 | \$ 145.21 | \$ 150.30 |
| Programmer 1 | \$ 36.68 | \$ 37.96 | \$ 39.29 | \$ 40.66 | \$ 42.09 |
| Programmer 2 | \$ 46.01 | \$ 47.62 | \$ 49.28 | \$ 51.01 | \$ 52.79 |
| Programmer 3 | \$ 57.71 | \$ 59.73 | \$ 61.82 | \$ 63.98 | \$ 66.22 |
| Programmer 4 | \$ 72.39 | \$ 74.92 | \$ 77.55 | \$ 80.26 | \$ 83.07 |
| Document Spec 2 | \$ 36.68 | \$ 37.96 | \$ 39.29 | \$ 40.66 | \$ 42.09 |
| Document Spec 3 | \$ 46.01 | \$ 47.62 | \$ 49.28 | \$ 51.01 | \$ 52.79 |
| Document Spec 4 | \$ 57.71 | \$ 59.73 | \$ 61.82 | \$ 63.98 | \$ 66.22 |
| Engineering Aide 1 | \$ 20.80 | \$ 21.53 | \$ 22.28 | \$ 23.06 | \$ 23.87 |
| Engineering Aide 2 | \$ 23.30 | \$ 24.12 | \$ 24.96 | \$ 25.83 | \$ 26.74 |
| Technician 1 | \$ 29.23 | \$ 30.26 | \$ 31.32 | \$ 32.41 | \$ 33.55 |
| Technician 2 | \$ 36.68 | \$ 37.96 | \$ 39.29 | \$ 40.66 | \$ 42.09 |
| Technician 3 | \$ 46.01 | \$ 47.62 | \$ 49.28 | \$ 51.01 | \$ 52.79 |
| Technician 4 | \$ 57.71 | \$ 59.73 | \$ 61.82 | \$ 63.98 | \$ 66.22 |
| Admin Asst 1 | \$ 20.80 | \$ 21.53 | \$ 22.28 | \$ 23.06 | \$ 23.87 |
| Admin Asst 2 | \$ 23.30 | \$ 24.12 | \$ 24.96 | \$ 25.83 | \$ 26.74 |
| Admin Asst 3 | \$ 26.10 | \$ 27.02 | \$ 27.96 | \$ 28.94 | \$ 29.95 |
| Admin Asst 4 | \$ 29.23 | \$ 30.26 | \$ 31.32 | \$ 32.41 | \$ 33.55 |

Attachment 1 – Government Awarded Prices (Net Prices)

| Qualis Site | | | | | |
|----------------------|-----------|-----------|-----------|-----------|-----------|
| Labor Category | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 |
| Sr Mgmt Tech Staff 1 | \$ 95.21 | \$ 98.54 | \$ 101.99 | \$ 105.56 | \$ 109.26 |
| Sr Mgmt Tech Staff 2 | \$ 106.63 | \$ 110.37 | \$ 114.23 | \$ 118.23 | \$ 122.36 |
| Sr Mgmt Tech Staff 3 | \$ 119.43 | \$ 123.61 | \$ 127.94 | \$ 132.41 | \$ 137.05 |
| Sr Mgmt Tech Staff 4 | \$ 133.75 | \$ 138.43 | \$ 143.28 | \$ 148.29 | \$ 153.48 |
| Engineer 1 | \$ 54.04 | \$ 55.93 | \$ 57.88 | \$ 59.91 | \$ 62.01 |
| Engineer 2 | \$ 60.51 | \$ 62.63 | \$ 64.82 | \$ 67.09 | \$ 69.44 |
| Engineer 3 | \$ 67.77 | \$ 70.14 | \$ 72.60 | \$ 75.14 | \$ 77.77 |
| Engineer 4 | \$ 75.90 | \$ 78.56 | \$ 81.31 | \$ 84.15 | \$ 87.10 |
| Engineer 5 | \$ 85.01 | \$ 87.99 | \$ 91.07 | \$ 94.25 | \$ 97.55 |
| Engineer 6 | \$ 95.21 | \$ 98.54 | \$ 101.99 | \$ 105.56 | \$ 109.26 |
| Engineer 7 | \$ 106.63 | \$ 110.37 | \$ 114.23 | \$ 118.23 | \$ 122.36 |
| Engineer 8 | \$ 119.43 | \$ 123.61 | \$ 127.94 | \$ 132.41 | \$ 137.05 |
| Engineer 9 | \$ 133.75 | \$ 138.43 | \$ 143.28 | \$ 148.29 | \$ 153.48 |
| Analyst 1 | \$ 43.07 | \$ 44.58 | \$ 46.14 | \$ 47.75 | \$ 49.43 |
| Analyst 2 | \$ 54.04 | \$ 55.93 | \$ 57.88 | \$ 59.91 | \$ 62.01 |
| Analyst 3 | \$ 67.77 | \$ 70.14 | \$ 72.60 | \$ 75.14 | \$ 77.77 |
| Analyst 4 | \$ 85.01 | \$ 87.99 | \$ 91.07 | \$ 94.25 | \$ 97.55 |
| Analyst 5 | \$ 95.21 | \$ 98.54 | \$ 101.99 | \$ 105.56 | \$ 109.26 |
| Analyst 6 | \$ 106.63 | \$ 110.37 | \$ 114.23 | \$ 118.23 | \$ 122.36 |
| Analyst 7 | \$ 119.43 | \$ 123.61 | \$ 127.94 | \$ 132.41 | \$ 137.05 |
| Analyst 8 | \$ 133.75 | \$ 138.43 | \$ 143.28 | \$ 148.29 | \$ 153.48 |
| Analyst 9 | \$ 172.27 | \$ 178.30 | \$ 184.54 | \$ 190.99 | \$ 197.68 |
| Programmer 1 | \$ 48.24 | \$ 49.93 | \$ 51.67 | \$ 53.48 | \$ 55.35 |
| Programmer 2 | \$ 60.51 | \$ 62.63 | \$ 64.82 | \$ 67.09 | \$ 69.44 |
| Programmer 3 | \$ 75.90 | \$ 78.56 | \$ 81.31 | \$ 84.15 | \$ 87.10 |
| Programmer 4 | \$ 95.21 | \$ 98.54 | \$ 101.99 | \$ 105.56 | \$ 109.26 |
| Document Spec 2 | \$ 48.24 | \$ 49.93 | \$ 51.67 | \$ 53.48 | \$ 55.35 |
| Document Spec 3 | \$ 60.51 | \$ 62.63 | \$ 64.82 | \$ 67.09 | \$ 69.44 |
| Document Spec 4 | \$ 75.90 | \$ 78.56 | \$ 81.31 | \$ 84.15 | \$ 87.10 |
| Engineering Aide 1 | \$ 27.36 | \$ 28.31 | \$ 29.30 | \$ 30.33 | \$ 31.39 |
| Engineering Aide 2 | \$ 30.65 | \$ 31.72 | \$ 32.83 | \$ 33.98 | \$ 35.17 |
| Technician 1 | \$ 38.45 | \$ 39.80 | \$ 41.19 | \$ 42.63 | \$ 44.12 |
| Technician 2 | \$ 48.24 | \$ 49.93 | \$ 51.67 | \$ 53.48 | \$ 55.35 |
| Technician 3 | \$ 60.51 | \$ 62.63 | \$ 64.82 | \$ 67.09 | \$ 69.44 |
| Technician 4 | \$ 75.90 | \$ 78.56 | \$ 81.31 | \$ 84.15 | \$ 87.10 |
| Admin Asst 1 | \$ 27.36 | \$ 28.31 | \$ 29.30 | \$ 30.33 | \$ 31.39 |
| Admin Asst 2 | \$ 30.65 | \$ 31.72 | \$ 32.83 | \$ 33.98 | \$ 35.17 |
| Admin Asst 3 | \$ 34.33 | \$ 35.53 | \$ 36.78 | \$ 38.06 | \$ 39.40 |
| Admin Asst 4 | \$ 38.45 | \$ 39.80 | \$ 41.19 | \$ 42.63 | \$ 44.12 |

Attachment 2 – Labor Category Description and Requirements

SR MANAGEMENT TECHNICAL STAFF

Directs, plans, organizes, and controls the project to ensure that all project obligations are fulfilled in an effective and timely manner. Must have eight years experience in managing multiple concurrent task and projects. Serves as point of contact with the customer, formulates and enforces work standards, develops schedules, reviews work plans and communicates policies, purposes and goals of the organization, and manages funds and resources.

| Level | Years Experience | Education |
|---------------------------------|------------------|-----------------------------|
| Sr Management Technical Staff 1 | 12 ² | Masters Degree ¹ |
| Sr Management Technical Staff 2 | 15 ² | Masters Degree ¹ |
| Sr Management Technical Staff 3 | 19 ² | Masters Degree ¹ |
| Sr Management Technical Staff 4 | 25 ² | Masters Degree ¹ |

¹ Degree in Engineering, Physical Sciences, Math, Management Information Systems, CS, Business, or other field relevant to support in which the individual is performing.

² Each additional two years of experience above minimum experience requirements may substitute for one year of college

ENGINEER

Plans, schedules, conducts or coordinates detailed phases of the engineering or scientific work in a project or performs work that involves conventional engineering or scientific practices. Typical work may include research, development, design, testing, logistics, analysis, production, maintenance, operation, planning, estimating, application, or standardization of engineering facilities, systems, structures, software applications, firmware, processes equipment, devices, or materials.

| Level | Years Experience | Education |
|------------|------------------|---------------------------------|
| Engineer 1 | 0 ² | Bachelor Degree ^{1, 3} |
| Engineer 2 | 2 ² | Bachelor Degree ^{1, 3} |
| Engineer 3 | 4 ² | Bachelor Degree ^{1, 3} |
| Engineer 4 | 6 ² | Bachelor Degree ^{1, 3} |
| Engineer 5 | 8 ² | Bachelor Degree ^{1, 3} |
| Engineer 6 | 10 ² | Bachelor Degree ^{1, 3} |
| Engineer 7 | 12 ² | Bachelor Degree ^{1, 3} |
| Engineer 8 | 16 ² | Bachelor Degree ^{1, 3} |
| Engineer 9 | 25 ² | Bachelor Degree ^{1, 3} |

¹ Degree in Engineering, Physical Sciences, Math, Management Information Systems, CS, Business, or other field relevant to support in which the individual is performing.

² Each additional two years of experience above minimum experience requirements may substitute for one year of college

³ Each year (27 semester hours or equivalent quarter hours) of college above the minimum education requirements from an accredited institution may substitute for one year exp.

Attachment 2 – Labor Category Description and Requirements

ANALYST

Provides analysis support in any of the following disciplines: engineering, science, business, financial, cost, or program management. Typical duties performed may include; analysis, design, development, testing, integration, logistics, program management, cost, financial, or management analysis, or maintenance of systems, processes, programs, offices or products.

| Level | Years Experience | Education |
|-----------|------------------|---------------------------------|
| Analyst 1 | 0 ² | Bachelor Degree ^{1, 3} |
| Analyst 2 | 2 ² | Bachelor Degree ^{1, 3} |
| Analyst 3 | 4 ² | Bachelor Degree ^{1, 3} |
| Analyst 4 | 6 ² | Bachelor Degree ^{1, 3} |
| Analyst 5 | 8 ² | Bachelor Degree ^{1, 3} |
| Analyst 6 | 10 ² | Bachelor Degree ^{1, 3} |
| Analyst 7 | 12 ² | Bachelor Degree ^{1, 3} |
| Analyst 8 | 16 ² | Bachelor Degree ^{1, 3} |
| Analyst 9 | 25 ² | Bachelor Degree ^{1, 3} |

¹ Degree in Engineering, Physical Sciences, Math, Management Information Systems, CS, Business, or other field relevant to support in which the individual is performing.

² Each additional two years of experience above minimum experience requirements may substitute for one year of college

³ Each year (27 semester hours or equivalent quarter hours) of college above the minimum education requirements from an accredited institution may substitute for one year exp.

PROGRAMMER

Designs, develops, implements, tests, maintains, operates, and/or documents computer programs and systems. Other duties may include design, development, and/or implementation of databases with respect to access methods, access time, and device allocation, as well as maintenance of database files and monitoring of standards and procedures.

| Level | Years Experience | Education |
|--------------|------------------|---------------------------------|
| Programmer 1 | 0 ² | Bachelor Degree ^{1, 3} |
| Programmer 2 | 4 ² | Bachelor Degree ^{1, 3} |
| Programmer 3 | 8 ² | Bachelor Degree ^{1, 3} |
| Programmer 4 | 12 ² | Bachelor Degree ^{1, 3} |

¹ Degree in Engineering, Physical Sciences, Math, Management Information Systems, CS, Business, or other field relevant to support in which the individual is performing.

² Each additional two years of experience above minimum experience requirements may substitute for one year of college

³ Each year (27 semester hours or equivalent quarter hours) of college above the minimum education requirements from an accredited institution may substitute for one year exp.

Attachment 2 – Labor Category Description and Requirements

DOCUMENT SPECIALIST

Performs editing and/or rewriting of technical reports and documents for approval of author. Determines consistency and clarity of style within technical reports. Prepares graphic illustrations for various publications. Coordinates the printing and typesetting of materials, and prepares the graphic design illustrations for review and approval.

| Level | Years Experience | Education |
|-----------------------|------------------|--------------------------------|
| Document Specialist 2 | 4 ² | Bachelor Degree ^{1,3} |
| Document Specialist 3 | 8 ² | Bachelor Degree ^{1,3} |
| Document Specialist 4 | 12 ² | Bachelor Degree ^{1,3} |

¹ Degree in Engineering, Physical Sciences, Math, Management Information Systems, CS, Business, or other field relevant to support in which the individual is performing.

² Each additional two years of experience above minimum experience requirements may substitute for one year of college

³ Each year (27 semester hours or equivalent quarter hours) of college above the minimum education requirements from an accredited institution may substitute for one year exp.

TECHNICIAN

Provides technical support to the senior management, engineers, scientists, analysts, programmers, and consultants working in such areas as research, design, development, program management, logistics, analysis, monitoring or testing.

| Level | Years Experience | Education |
|--------------|------------------|--------------------------|
| Technician 1 | 0 ¹ | High School ¹ |
| Technician 2 | 5 ¹ | High School ¹ |
| Technician 3 | 10 ¹ | High School ¹ |
| Technician 4 | 15 ¹ | High School ¹ |

¹ Each year (27 semester hours or equivalent quarter hours) of college above the minimum education requirements from an accredited institution may substitute for one year exp.

ADMINISTRATIVE ASSISTANT

Performs diverse administrative duties. Initiates special reports, composes routine correspondence, and compiles statistical and budget information. Must be able to communicate with all levels of company personnel to gather and convey information.

| Level | Years Experience | Education |
|----------------------------|------------------|--------------------|
| Administrative Assistant 1 | 0 | High School or GED |
| Administrative Assistant 2 | 4 | High School or GED |
| Administrative Assistant 3 | 10 | High School or GED |
| Administrative Assistant 4 | 15 | High School or GED |

Attachment 2 – Labor Category Description and Requirements

ENGINEERING AIDE

Assists all levels of engineers with their tasks and assignments. Has knowledge of commonly-used concepts, practices, and procedures within a particular field. Relies on instructions and pre-established guidelines to perform the functions of the job.

| Level | Years Experience | Education |
|--------------------|------------------|--------------------|
| Engineering Aide 1 | 0-2 ¹ | High School or GED |
| Engineering Aide 2 | 3-5 ¹ | High School or GED |

¹*Experience in the field or in a related area*